



**Board of Riley County
Commissioners
Regular Meeting
Minutes
July 24, 2025**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

FCRC 2101 Claflin Rd

8:30 AM

[District 1 – John Ford, Member](#)

[District 2 – Greg McKinley, Chair](#)

[District 3 – Kathryn Focke, Vice Chair](#)

8:30 AM

Call to Order

Attendee Name	Title	Status	Arrived
John Ford	County Commissioner	Absent	
Kathryn Focke	County Commissioner	Present	8:30 AM
Greg McKinley	County Commissioner	Present	8:30 AM
Cindy Kabriel	Senior Administrative Assistant	Present	8:30 AM
Jacob Hansen	Interim County Counselor	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Shannon Sterling	Legal Assistant	Present	8:30 AM
Jana Chingway	Office Manager	Present	8:30 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:30 AM
Elizabeth Ward	Human Resources Director	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Ashlyn Easterday	Payroll Clerk	Present	8:30 AM
Michelle Adams	Senior Fiscal Analyst	Present	8:30 AM
Anita Cook	Election Supervisor	Present	8:30 AM
Evan McMillan	Assistant County Engineer	Present	8:30 AM
Keirsten Cragg	Election Coordinator	Present	8:30 AM
Joseph Godown	Real Estate Specialist	Present	8:30 AM
Emma Loura	Manhattan Mercury	Present	8:35 AM
Jake Lindsey		Present	9:56 AM
David Adams	EMS/Ambulance Director	Present	9:58 AM
John Ellermann	Public Works Director/County Engineer	Present	10:34 AM
Amy Manges	Register of Deeds	Present	10:34 AM
Amanda Webb	Planning/Special Projects Director	Present	10:34 AM
Vivienne Leyva	PIO	Present	8:30 AM
Carley Harris	Administrative Analyst - Levy	Present	8:30 AM
Dana Mika	Election Specialist	Present	8:30 AM
Kelly Wendland		Present	8:30 AM
Keaton Kirmer	Riley County 4-H Fair Royalty	Present	8:30 AM
Alena Wiebers	Riley County 4-H Fair Royalty	Present	8:30 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Sterling presented the Employee of the Month to Cindy Kabriel. Sterling acknowledged her 25 years of service in the County Clerk's Office.

2. Presentation of the 4-H Cookie Jar by the Riley County 4-H Fair Royalty

Kirmer and Wiebers presented the 4-H Cookie Jar to the Riley County Commission.

Commission Comments

3. Commission Comments

Ford's Comments:

Absent.

Focke's Comments:

Monday, after our BOCC meeting, I attended the Law Board meeting at City Hall. After a long discussion on the budget and other issues, we had two executive sessions. The meeting adjourned at approximately 3:00 p.m., which left me about an hour to go home, have a late lunch, and go to a physical therapy session.

Tuesday I had several personal appointments and a vehicle maintenance appointment.

Wednesday morning, I did some much needed yard work and weed control. In the afternoon, I had a physical therapy session, reviewed today's agenda and documents, and visited with our Interim County Counselor on several issues.

McKinley's Comments:

Monday noon was the Law Board meeting. No particular big items

since the budget was selected last month. Law Board will be doing the road show for the next two months meeting in Leonardville August 18th and in Ogden September 15th.

Monday afternoon the building committee met to discuss the Emergency Management remodel. There is discussion on how the building permit will be applied. No decision was made and we meet again this afternoon.

The Register of Deeds has a program you can sign onto that gives you a fraud alert if something is filed in your name. I had signed up for this but had forgot about it. I bought a house last week and received the fraud alerts. It was not a problem but it was good to know the system works.

Business Meeting

4. Bid Recommendation for University Park Utility Extension

Move to accept the bid submitted by Lakeside Construction, LLC. for the University Park Utility Extension in the amount of \$93,820.00.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kathryn Focke, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Focke, McKinley
ABSENT:	Ford

5. Highway Use Permit, 2025-010 Stephan Keating- Leedy Lane

Move to approve the Highway Use Permit granting Stephan Keating permission to install a water line across Leedy Lane, for new residential construction according to the details shown on the map.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kathryn Focke, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Focke, McKinley
ABSENT:	Ford

6. Sign a Tax Roll Corrections

Move to approve the Tax Roll Corrections.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kathryn Focke, County Commissioner

SECONDER:	Greg McKinley, County Commissioner
AYES:	Focke, McKinley
ABSENT:	Ford

7. Sign Riley County Employee Action Form(s)

The Board of County Commissioners signed Riley County Employee Action Forms for the following:

- Cody Tennant, a new hire, as a Volunteer Firefighter, in the Fire District #1 Department, at a Range TASND.
- Matt Crubel, a new hire, as an Assistant Operations Manager, in the Public Works Department, at a Range 18.

8. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$749,367.74 and the following warrant vouchers for July 25, 2025:

2024 Budget

County General	\$ 630.00
TOTAL.	\$ 630.00

2025 Budget

County General	\$ 557,081.30
Disaster Fund	510,847.67
Health Department	107,638.76
Court Services	175.00
LEPP Grant	1,062.00
County Auction	592.33
Motor Vehicle Operations	1,251.03
Emergency 911	1,765.82
Solid Waste	271,784.76
County Building	8,849.03
RCPD Levy/Op	15,839.53
Landfill Closure	713.68
Riley Co Fire Dist #1	20,547.21
University Park W&S	10,259.33
Keats Capital Project	35,000.00
Hunters Island Water Dist	3,923.43
Carson Sewer Benefit Dist	726.34

Deep Creek Sewer	763.24
Moehlman Bottoms	1,406.76
Valleywood Operations	2,862.25
Terra Heights Sewer	1,825.43
Konza Water Operations	7,806.99
Univ Park W&S Cap Reserve	4,848.75
Lakeside Heights Sewer	164.56
Peterson Ranch-Ben Dist	59.97
KDOC Adult Services	23,356.32
KDOC Juvenile Services	16,853.99
KDOC Juv Reinvestment	1,793.49
BJA Grant	8,761.65
21st Jud Dist DC ADSAP	460.00
City Alcohol Funds	928.34
RL Salary Appropriations	381.08
Caroline Peine Grant	26.75
GMCF Grant	87.68

TOTAL. \$ 1,620,444.47

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kathryn Focke, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Focke, McKinley
ABSENT:	Ford

Review Minutes

9. Board of Riley County Commissioners - Regular Meeting - Jul 21, 2025 8:30 AM

Move to approve the minutes.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Kathryn Focke, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Focke, McKinley
ABSENT:	Ford

Review Tentative Agenda

10. Tentative Agenda

Press Conference Topics

11. Discuss Press Conference

9:00 AM**Barry Wilkerson, Attorney**

12. Staff update

Wilkerson presented the County Attorney's Office update.

9:15 AM**Jacob Hansen, Interim County Counselor**

13. Administrative Work Session

Hansen discussed the local legislative policies to submit to KAC.

McKinley suggested legislation on valuation hearings if the requester continues the appeal after the first one the interest rate calculation stops.

Burson discussed and agreed. She said it would protect the rest of the taxpayers from paying the interest.

The Board agreed with the suggestion.

Hansen discussed Industrial Revenue Bonds, IRB's. He said up to 100% of property taxes can be exempted. He stated typical practices in other public entities have extensive policies on IRB's. Hansen stated not one other public entity allows IRB's to be used for residential housing.

9:35 AM**Cory Meyer, IT/GIS Director**

14. IT/GIS Staff Update - July 2025

Meyer presented the IT/GIS staff update.

9:50 AM Vivienne Leyva, PIO

15. July 2025 Communications Update

Leyva presented the PIO Communications update.

10:05 AM Jake Lindsey

16. Custody Court

Lindsey discussed how the Custody Court System in Riley County is dysfunctional. He said ours is in an adversarial situation. He discussed concerns with the current system in his opinion.

Lindsey stated he is asking for guidance on how to get the process changed to allow for 50/50 custody as opposed to every other weekend.

Hansen suggested a state legislative change and approach the Supreme Court. He said mediation and a case manager would be beneficial.

10:35 AM David Adams, EMS/Ambulance Director

17. Staff Update

Adams presented the EMS/Ambulance staff report.

10:50 AM Elizabeth Ward, Human Resources Director

18. NACo High Performance Leadership Academy discounted pricing opportunity

Ward presented the NACo HPLA discounted pricing opportunity.

Move to commit to sending up to five participants to the NACo High Performing Leadership Academy within the next 12 months.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kathryn Focke, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Focke, McKinley
ABSENT:	Ford

10:55 AM **Brittany Phillips, Budget and Finance Officer**

19. 2026 Budget Work Session

Phillips presented the revised 2026 Budget Development Worksheets.

The Board agreed by consensus with the as presented revised 2026 Budget Development Worksheets.

11:09 AM **Adjournment**

Move to adjourn.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kathryn Focke, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Focke, McKinley
ABSENT:	Ford